11 JUL - 1 AM 9:36



GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930 Office (978) 281-9720 Fax (978) 282-3051

CITY COUNCIL STANDING COMMITTEE

Budget & Finance Committee

Thursday, July 7, 2011 – <u>7:00 p.m.</u> 1st Fl. Council Conference Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

- 1. Continued Business: None.
- 2. Invoice and request from DPW for payment of invoice for good procured without a purchase order For the Downtown Improvement Committee
- 3. Request from Veteran's Director to pay an invoice for goods procured without a purchase order
- 4. Memo from DPW Director requesting approval to enter into a joint agreement with abutting owners of Crowell Way to resurface Crowell Way
- 5. Grant Application and Checklist from the Committee for the Arts for an \$8,000 grant from the Bruce J. Anderson Foundation for City Hall mural restoration Grant Acceptance
- 6. Memorandum from CFO-Gloucester Public Schools requesting permission to pay an "extraordinary reimbursement" to School Department employee for classroom supplies and materials purchased outside of required procurement procedures
- 7. Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report

COMMITTEE

Councilor Steven Curcuru, Chair Councilor Paul McGeary, Vice Chair Councilor Jacqueline Hardy

Committee members - Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk

Jim Duggan Kenny Costa Jeffrey Towne Mike Hale Jeff Williams Dale Brown Tom Markham

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

€/10 1103453

Invoice

RILEIGHS OUTDOOR DECOR PO Box 4365

Bethlehem, PA 18018

101000 10470 5218

Invoice Number: 17330

Invoice Date: May 27, 2011

Page:

Voice:

(877)444-8888 TOLL FREE

Fax:

(610) 432-0242

cmann@rileighsdecor.com

Sold To: DPW/City of Gloucester

Shirley Henderson 9 Dale Avenue

Gloucester, MA 01930

Ship to:

Customer ID GLOUCESTERMA Sales Rep ID MB		117 - Tarasa v	Customer PO Shipping Method Best Way	Payment Te Net 30 D Ship Date	
Quantity 20.00 40.00 9.00	ltem ROD FLEX ROD BANDS/I	_ONG	Description Deluxe Banner Bracket Kits 39" Long Bands Custom Banners	Unit Price 79.00 3.95 80.00	Extension 1,580.00 158.00 720.00
	7	لحا	B. 446		

Subtotal Sales Tax	2,458.00
Freight	73.31
Total Invoice Amount	2,531.31
Payment Received	
TOTAL AMOUNT DUE	2.531.31

Past Due Balances are Subject to a Monthly Finance Charge of 1.5%

Purchase Order

CITY OF GLOUCESTER

No. 1103453

City Hall

9 Dale Avenue

Gloucester MA 01930

Prices as quoted are less any and all federal taxes. Please indicate delivery date and any and all discounts.

Fax:

Invoice/Inquiries to above address All invoices must reference PO number Sales Tax Exempt #: E-046001390

P.O. Date: 06/01/2011 P.O. Issued To:

Questions ? Purchasing (978) 281-9710

Project: undesignated

Ship To:

Reference:

RILEIGHS OUTDOOR DECOR

PO BOX 4365

BETHLEHEM PA 18018

Poplar Street DPW

Account:

Attn: Michael Hale 28 Poplar Street Gloucester MA 01930

Contact: 27243

Phone:

Location: Poplar Street DPW

(978) 281-9785

Reg# 3739

Qty Unit Part# Description Account Number Unit Price 2550 EA Downtown Improvement 101000.10.470.52180.0000.00.000.00.052 Comissions-Banners &

Extended Tax Freight 2,550.00 0.00 0.00

Brackets

APPROVAL SIGNATURES:			-
	I hereby certify	Sub-Total:	2,550.00
The unencumbered balance of the appropriation to be charged is sufficient to liquidate the amount of this order and the amount has been recorded as an encumbrance against said appropriation.	That this order is authorized by a properly executed and approved requisition on file in this office.	Freight:	0.00
_		Tax:	0.00
Ву		Total Amount:	2,550.00
Auditor		L	

City Purchasing Agent

To do business with the City of Gloucester, all vandors should be aware of Mass. Gen. Laws (c. 30B, c. 148, dec. 44 et seq., c30, sec. 39 et seq.)

To do business with the City of Gloucaster, all vendors should be aware of Mass. Gen. Laws (c. 308, c. 149, dec. 44 et seq., c30, sec. 39 et seq.)

1. No work, services, or supplies can be received by any City agency without a proper Purchase Order or Contract in place.

2. All Purchase Orders/Contracts exceeding \$5000 in value will follow the quotation/bid process prior to award. No contracts for Construction-related services subject to MGL Chap. 149, and MGL Chap. 30, sec. 39 will be awarded until all required documentation is received, i.e., Certificate of Eligibility, Update Statement, etc.

3. All involves must detail the services performed and/or materials delivered. Any invoices submitted for work, services, or supplies performed or provided after the expiration date of a Purchase Order/Contract, or after personnel from the contracting City department at the time of delivery.

4. Any work, services, or supplies provided without following the above mentioned guidelines are not the responsibility or flebility of the City, and any invoice that violates these provisions will not be honored for payment. nored for payment.

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	NOTES:	and any invoice that violates these provisions will not be h
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Order Via:

Mail

ENTITY COPY



Office: 12 Emerson Avenue
Mail: City Hall, Nine Dale Avenue
Gloucester, MA 01930

City of Gloucester Office of Veterans' Services

TEL 978-281-9740 FAX 978-282-3053 jwilliams@gloucester-ma.gov

MEMORANDUM

DATE:

14 June 2011

TO:

Mayor Carolyn A. Kirk

FROM:

Jeffrey M. Williams, Director of Veterans Services.

SUBJECT:

Request to Pay Invoice

I am writing to request that invoice #050611 in the amount of \$3225.60 from Pauline's Gifts be added to the Mayor's Report to Council so that I may pay it. I have attached both the invoice and City of Gloucester Purchase Order 1103471 to this request.

This invoice is for our Memorial Day flags. The reason for this request is my failure to understand the purchase order process.

Please let me know if I can provide any additional information regarding this request.



978-281-5558

fax 978-281-7200

Invoice# 050611

To: Veterans Services 12 Emerson Ave. Gloucester MA 01930 978-281-9740

Part # Description	Quantity	Price ea.	Extension
12x18 American Stick Flags	4,032 (28 gross)	.80	\$3225.60
4x6 American Stick Flags	1,008 (7 gross)	No Charge	No Charge
xxFreightxx			no Charge
		Total Due	\$3225.60

or To Pay

101000. 16.543.57876.0000.00.00.00.057

All mills

Purchase Order

CITY OF GLOUCESTER

City Hall

9 Daie Avenue

Gloucester MA 01930

Prices as quoted are less any and all federal taxes. Please indicate delivery date and any and all discounts. invoice/inquiries to above address All invoices must reference PO number Sales Tax Exempt #: E-046001390

No. 1103471

P.O. Date: 06/02/2011

Questions? Purchasing (978) 281-9710

Account:

P.O. Issued To :

PAULINES GIFTS

514 ESSEX AVE GLOUCESTER MA 01930 Ship To:

Reference:

Veterans Agent

Attn: Jeffrey M. Williams Veterans Department 12 Emerson Avenue

Contact:

Location: Veterans Agent

Gloucester MA 01930

Reu# 3918

Phone: (978) 281-5558

Fax: (978) 281-7200

Project: Undesignated

(978) 281-9740

Qty Unit Part# Description Account Number Unit Price Extended Tax Freight 3225.6 EA Memorial Day flags 101000,10.543.57890.0000.00.000.00.057 1.00 3,225.60 0.00 0.00

APPROVAL SIGNATURES:			
	Therepy certify -	Sub-Total:	3,225.60
The unencumbered balance of the appropriation to be charged is sufficient to liquidate the amount of this order and the amount has been recorded as an endumbrance against sold appropriation.	That this order is authorized by a property executed and approved requisition on the in this office.	Freight:	0.00
By Comming Contact		Tax:	0.00
Ву	En Compton	Total Amount:	3,225,60

City Purchasing Agent

Auditor

AUGITU

To do husiness with the City of Gloucester, all vendors should be sware of Mass. Gen. Laws (c. 388, c. 146, dec. 44 et seq., 630, sec. 39 et seq.)

1. No work, services, or supplies can be received by any City agency without a proper Purchase Order or Contract in shoe.

2. All Purchase Orders/Contracts exceeding 55005 in value will follow the quotation/bid process prior to award. No contraction-related services subject to MGL Chap. 149, and MGL Chap. 30, sec. 39 will be awarded until all required documentation is received; i.e., Conflicate of Eligibility, Liodate Statement, etc.

3. All Invoices must detail the services performed and/or materials delivered. Any invoices submitted for work, services, or supplies performed or provided after the expiration date of a Purchase Order/Contract has been reached will likewise not be nonored by the City. All packing stips for delivered goods which are submitted with invoice for payment must be signed by authorized 4, Any work, services, or supplies provides without following the above mentioned guidelines are not the responsibility of health, services and any invoice that violates these provisions will not be honored for payment.

NOTES:

Phone

ENTITY COPY

Thursday, June 02, 2011

1 of

Public Works 28 Poplar Street Gloucester, MA 01930



TEL 978-281-9785 FAX 978-281-3896 mhale@gloucester-ma.gov

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date:

9 June 2011

To:

Mayor Carolyn Kirk

CAO, James Duggan

From: Michael B. Hale, Director of Public Works

RE:

Private way paving Section 21-84 GCO- Crowell Avenue

The Department of Public Works has received a copy of the petition signed by the abutting owners of Crowell Avenue requesting the City contribute fifty percent of the total cost to resurface the private way in accordance with section 21-83 of the Gloucester Code of Ordinances. The condition of Crowell Avenue warrants the necessity of enter into a joint agreement with the abutters for the resurfacing of the way. Public Works has received a written proposal from a private contractor to complete the resurfacing for \$22,900.00. Public Works will submit a request to the City Council to transfer \$22,900.00 from the Highway Force Account to departmental paving account to fund the paving project.

Should you have any questions, please do not hesitate to contact my office.



City of Gloucester Grant Application and Check List

Granting Authority: State	Federal	Other <u>X</u>	(Private	Found
Name of Grant: City Hou N				
Department Applying for Grant:Comoit	tee For t	he Arts		
Agency-Federal or State application is requested fr	om: Bruce	J. Ander	son Founda	tion
Object of the application: Funding of	City Have	Mural Re	storation	
Any match requirements: No		,		
Mayor's approval to proceed: Signature	C. Jake	$\rightarrow \frac{6/2}{Dat}$	1//(
City Council's referral to Budget & Finance Standi		Vote Date	a a	
Budget & Finance Standing Committee:			•	
Positive of	or Negative Recom	mendation Date	÷	·
City Council's Approval or Rejection:				
Vote		Date		
City Clerk's Certification of Vote to City Auditor:				,
	Certification	Date		
City Auditor: Assignment of account title and value of grant:				
	Title	Amo	unt	
Auditor's distribution to managing department:				
	Department	Date	sent	
NOTE: A copy of all grant paperwork must be sub-	nitted to the Audit	or's Office		

FORM: AUDIT GRANT CHECKLIST - V.1





City of Gloucester Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

- 1. Grant Application ()
- 2. Grant Award Letter/Standard Contract Approval Form (>
- 3. Council Order Approval
- 4. Original Grant Account Budget as approved by Grantor
- 5. Amended Grant Account Budget as approved by Grantor (if applicable)
- 6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.

FORM: AUDIT GRANT CHECKLIST - V.1

CITY OF GLOUCESTER

ACCOUNT BUDGET

FUND NUMBER AND NAME	E: (N/A FOR NEW FUNI	D)		
CFDA # (Required for Fede	ral Grants):			
DATE PREPARED:				
OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4)	\$8,000.00			
				\$0.0
	·			\$0.0
				\$0.0
Total:	\$0.00	\$0.00	\$0.00	\$0.0
EXPENSE (5)				
				\$0,00
	· · · · · · · · · · · · · · · · · · ·			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00 \$0.00
				\$0,00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

FORM: AUDIT ACCOUNT BUDGET - V1



2011 Request for Proposals

for the

BRUCE J. ANDERSON FOUNDATION

a supporting organization of the Boston Foundation

Application Submission Deadline:

Friday, February 4, 2011

5:00 p.m.

received, not postmarked

The Bruce J. Anderson Foundation

Grant Guidelines and Request for Proposals

The Bruce J. Anderson Foundation is a family foundation organized as a supporting organization of the Boston Foundation. The Foundation was established in 1980 to memorialize Bruce by his six siblings. Governed by a five-member Board of Directors, and in consultation with Anderson family members, grants are made in support of preventative programs, direct services, and new initiatives in the fields of:

		Mental health, focusing on young adults, treatment, research and suicide prevention; Historic and archival preservation; Environmental protection; and The arts.
The Br Massac	uce hus	J. Anderson Foundation focuses its grantmaking in two geographical areas of etts:
		Cape Ann (specifically, the communities of Gloucester, Rockport, Essex and Manchester), and
	_	Nashoba Valley (specifically, the communities of Harvard, Ayer, Groton, Pepperell, Shirley and Townsend)

Requests are sought in the \$5,000 to \$12,000 range. Please note that the Board of Directors favors:

- Programs that will serve a wide segment of the community and assist those who are not served adequately by existing resources,
- Demonstration projects that provide practical approaches for dealing with specific problems,
- Programs where the Foundation's contribution is likely to leverage additional support.

The Board does not customarily make grants for:

- scholarships or loans,
- conferences or films, and/or
- religious programs.

Nor does the Foundation make grants to individuals.

Proposal review is conducted by Boston Foundation staff and affiliated consultants, which make recommendations to the Board of Directors of the Bruce J. Anderson Foundation. The review process may include a site visit or phone conversation. Generally, the Board of Directors meets in mid May to review the recommendations and make final decisions. Notification of action on your request occurs after the Board's meeting.



COVER SUMMARY

Date: January 31, 2011

FORMATION	
FA), City of Gloucester	
	Jenue Gloucester MA 01020
rown. Treasurer	with the second
}	
Email: daletb@verizon.net	Fax:
INFORMATION	
☐ Yes	⊠ No
ent.	
nurals and other City-own and honors that recognize I cial arts partnerships: enc	ed art; developing and
	Part Time: 0
Total number of voluntee	
ORMATION	
2010 condition report, GC (WPA) murals of Charles e region and the nation duration duration duration duration and rendered and the value of edit a valuable cultural and he /30/12	Allen Winter located in e to their artistic merit and owned fishing industry as
	FA), City of Gloucester e of the Mayor, 9 Dale Averown, Treasurer Title: Treasurer Email: daletb@verizon.net INFORMATION Yes ant out demonstrating that tent. City's deep cultural herinarals and other City-owned honors that recognize I cial arts partnerships; encofficials on the value of a cic schools. Total number of voluntee ORMATION 2010 condition report, GC (WPA) murals of Charles e region and the nation duracester's origins and renomusic, and the value of edic a valuable cultural and here.

PREVIOUS SUPPORT FROM BRUCE J. ANDERSON FOUNDATION

Date:	Project:	Amount:
Date:	Project:	Amount:
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Application Procedures (please include one complete copy)

1.	A in	cover letter, signed by the Executive Director or Board President of the organization, which cludes a brief summary of the project and the amount of money requested.
2.	A	proposal narrative of <u>no more than 5 pages</u> which includes:
		Background material about the organization, including a brief description of its history, mission and current programs.
		A clear, concise description of the project, with goals and objectives stated.
		A short discussion about how the project's work will be evaluated (what will success look like?).
3.	Th	ne following attachments also are required:
		A list of the organization's Board of Directors and their affiliations.
		A copy of the organization's federal tax-exempt ruling from the <u>Internal Revenue Service</u> (501c3 letter), or if the organization is applying under a fiscal agent, the fiscal agent's letter of exemption along with a letter from the fiscal agent indicating agreement to act in that capacity.
		The organization's current fiscal year operating budget and sources of revenue, and a copy of the organization's audit for the most recent fiscal year (a financial statement is sufficient for those not required to complete an audit).
		A detailed budget for the project, including other possible sources of funding, both public and private, and the status of outstanding requests for funds.
		A brief status report on your organization's last grant from the Bruce J. Anderson Foundation, if not already submitted. The report should be no more than 2 pages in length and should include a narrative of accomplishments and challenges as well as a financial report on the use of grant funding a list of other finds missed.

We hope you will carefully review the requirements of this Request for Proposals (RFP) and submit a proposal only if your project matches funding guidelines. Your proposal must be received by Friday,

February 4, 2011 at the address below. No fax or electronic proposals will be accepted.

Amy Park Appleby, Bruce J. Anderson Foundation, c/o The Boston Foundation 75 Arlington Street, 10th Floor, Boston, MA 02116

Questions or requests for additional information should be directed to Amy Park Appleby at apa@tbf.org.



January 31, 2011

Amy Park Appleby Bruce J. Anderson Foundation c/o The Boston Foundation 75 Arlington Street, 10th Floor Boston, MA 02116

Dear Ms. Appleby:

On behalf of the Gloucester Committee for the Arts (GCFA), we are pleased to submit our first funding proposal to the Bruce J. Anderson Foundation. We respectfully ask for your consideration of an \$8,000 grant to help GCFA fund the restoration work of Gloucester City Hall's Works Progress Administration (WPA) murals.

GCFA is a municipal committee consisting of six Gloucester residents who are appointed by the mayor for four-year terms based on their qualifications in the arts. GCFA's mission is to further the City's deep cultural heritage and promote its contemporary arts by: maintaining Gloucester's WPA murals and other City-owned art; developing and promoting educational programs; establishing awards and honors that recognize local artists; implementing a City-wide public art policy and commissioning process; developing mutually beneficial arts partnerships; encouraging the creation and promotion of arts projects created in and/or about Gloucester; advising City officials on the value of a diverse, cultural life for all citizens; and encouraging arts programs within the public schools.

Based on a 2010 condition report, GCFA will commence restoration work on the WPA murals of Charles Allen Winter. These murals are considered some of the most important pieces in the City's collection and are significant to Gloucester and the nation because of their artistic merit and political, social, and art historical value. The murals depict Gloucester's origins and renowned fishing industry as well as themes in the humanities—poetry, architecture, music, and the value of education. If these murals were to deteriorate, Gloucester and the nation would lose a valuable cultural and historical resource.

This restoration work is part of GCFA's overall strategic plan for preserving the cultural and historical heritage of Gloucester. We hope the Bruce J. Anderson Foundation will join us in helping preserve Gloucester's WPA murals. If you need further information please contact Dale Brown, GCFA Treasurer, at 978-281-4101 or daletb@verizon.net. Thank you for your consideration.

Sincerely,

Judith Hoglander, Chair

Dale Brown, Treasurer

Mission & History

Gloucester, Massachusetts, founded in 1623, is home to America's oldest fishing port and oldest working art colony. Many famous artists such as Winslow Homer, Milton Avery, and Edward Hopper spent significant time in Gloucester creating art. Gloucester's rich cultural and industrial history is evident in the City's many historic buildings and landmarks, art collections, and historical archives. Gloucester Committee for the Arts (GCFA) is the steward of Gloucester's public art collections, including several dozen City-owned 19th and 20th century artworks by artists such as Fitz Henry Lane, Walker Hancock, and Alice B. Winter, in addition to thirty-six Works Progress Administration (WPA) murals ranging in date from 1934 to 1942.

GCFA's mission is to further the City's deep cultural heritage and promote its contemporary arts by: maintaining Gloucester's WPA murals and other City-owned art; developing and promoting educational programs; establishing awards and honors that recognize local artists, including the position of Gloucester Poet Laureate; implementing a City-wide public art policy and commissioning process; developing mutually beneficial arts partnerships; encouraging the creation and promotion of arts projects created in and/or about Gloucester; advising City officials on the value of a diverse, cultural life for all citizens; and encouraging arts programs within the public schools.

Created by a City ordinance on November 11, 2000, GCFA is a municipal committee consisting of six Gloucester residents who are appointed by the mayor for four-year terms based on their qualifications in the arts. GCFA coordinates with other City departments such as the Mayor's Office, Legal Department, Department of Public Works, and City Hall Restoration Committee to accomplish its goals. GCFA's funds are managed through the City's accounting system. In fiscal year 2010, GCFA started receiving a modest, \$3,000 budget from the City, but is generally expected to raise its own funds through grants, donations, and earned income. Although there is no paid staff, GCFA has the equivalent of a full-time staff member through the combined part-time work of the six volunteer committee members. Through grant funding GCFA has hired consultants to inventory the City art collection, offered public WPA lectures and tours, developed wall text for the WPA murals, and commissioned condition assessment reports on the WPA murals.

Need & Request

The WPA was the largest of the federal relief programs created during the Great Depression. Under it, Federal Project #1 provided jobs in visual art, theater, literature, music, and arts documentation and education. It funded 2,566 murals across the United States depicting Americans and their lives and ideals, creating jobs for artists and cultural resources for communities. Gloucester's WPA murals represent strong examples of this artistic and historical period. Gloucester's WPA artists, Charles Allen Winter, Frederick Mulhaupt, Oscar Anderson, and Frederick Stoddard (attributed), were all leading WPA artists with strong ties to the Cape Ann arts community. The Winter and Mulhaupt murals, considered the most important pieces in the City's collection, are significant to the nation and to the humanities due to their artistic merit and political, social, and art historical value. They depict Gloucester's origins and renowned fishing industry as well as themes in the humanities—poetry, architecture, music, and the value of education. If these murals were to deteriorate, Gloucester and the nation would lose a valuable cultural and historical resource.

The Gloucester City Hall WPA murals are in critical need of restoration. After nearly eighty years since the murals were created, they now have peeling and fading paint and damaged edges and backings. GCFA respectfully requests \$8,000 from the Bruce J. Anderson Foundation to help fund restoration work on seven WPA murals painted by Charles Allen Winter. The proposed restoration work represents the next phase in GCFA's preservation plan and the first restoration project undertaken by GCFA.

In 2010 GCFA received funding from the National Endowment for the Humanities Preservation Assistance program to assess the preservation needs of the murals. The contracted conservator, Peter Williams of Museums Services in Boston, used all appropriate and necessary techniques to complete his evaluation. The assessment process included an examination of each mural to determine the optimal professional method of repair and treatment, an in-depth written report that outlined findings and recommendations, digital images detailing the present condition of each mural, and a total cost estimate for the restoration work. Prior to this, the only existing condition report on record was written in 1972 by Roy Blankenship, a New England-based paintings conservator. The murals at that time needed a professional cleaning and new protective coatings, but the work was not completed due to lack of funding.

Strategic Planning / Goals

This restoration work is an essential component to GCFA's overall preservation plan. The first step in this process was completing the inventory of City-owned artwork so GCFA could begin to assess the needs of the collection and raise assessment funds. GCFA then developed education programs and services and built partnerships to generate public awareness of the WPA murals. With the condition report complete, GCFA will now focus on the mural restoration work. Once the City Hall murals are restored, GCFA's will move to the next phase of the project, which is raising funds to commission an appraisal of the fifteen murals in storage at City Hall and the murals located at O'Maley Middle School to determine their value and condition. In the future, GCFA's will launch a new project digitizing the City's art collection to make the murals accessible on the Internet.

The restoration of the WPA murals will allow GCFA to meet short- and long-term goals. Short-term goals include moving from the assessment to the restoration phase of this initiative, fulfilling GCFA's mandate to preserve and protect Gloucester's WPA mural collection, and using this restoration process to promote the murals through cultural tourism and community education programs. Long-term goals include ensuring the murals are properly cared for and protected into the future, preserving these examples of nationally significant murals that depict Gloucester's identity and history for future generations to learn from and enjoy, and using this restoration process as a catalyst to lead to future preservation practices in City Hall and beyond.

Project Description

Based on the condition report, GCFA will focus grant funds on restoring the WPA murals painted by Charles Allen Winter. His murals are of first priority because they meet the following combined criteria: murals with critical restoration needs, the artistic and cultural significance of the murals as examples of WPA era art, and the public accessibility of the murals. The conservator's report states that each mural needs a thorough cleaning to remove a layer of grime, in-painting to fill cracks and flaking paint, and the re-adhering of painting edges to their

backboards. One mural, *Poetry*, requires the installation of a projecting ledge or shield over an adjacent radiator to protect the mural from further heat damage. The conservator's estimated cost to restore all of the Winter murals is approximately \$55,000, averaging \$7,800 per mural. The restoration work will commence as soon as grant funding becomes available and will continue as funds come in until all of the Winter murals are restored. GCFA anticipates that the restoration work will begin in fall 2011 and take up to two years to complete.

Charles Allen Winter (1869-1942): Winter was an illustrator, painter, and muralist who used bright colors and a realistic style. Originally from the Midwest, he studied at the Cincinnati Art Academy, St. Louis School of Fine Arts, and in Paris, and exhibited at the Paris Salon and the Art Institute of Chicago. He lived in New York and began to summer in Gloucester in 1914. He became a full time resident and a leading member of Gloucester's art community in 1931. Winter's WPA murals include:

- The Founding of Gloucester, 1934: This mural, completed under the Public Works of Art Program, which predated the WPA of 1935, depicts moments from Gloucester's history including the arrival of European settlers, the first City selectmen discussing plans for Gloucester (based on portraits of 1934 City officials), and men building fishing wharves at Stage Fort Park, Gloucester's first settlement. The mural shows waterfront landmarks and men building boats and carrying baskets of mackerel and haddock, representing Gloucester's historic fishing industry. The mural includes History, a gray-robed woman with a quill and book recording events, and Vision, a boy looking outward and upward into the future.
- Education, 1935: The thirty-eight figures are portraits of students from Gloucester's 1935 graduating class. Students are shown holding objects symbolic of educational inquiry. Geometry, typewriting, lathe working, and music represent the arts and humanities, and geometry, biology, and chemistry represent the sciences. The figure of Alma Mater gives diplomas and Gloucester High School and colleges are in the distance.
- Poetry, 1936: Poetry is an allegorical piece, a symbolic depiction of the spirit of poetry. Winter used figures from classical mythology, as well as Dante and Virgil, the fathers of poetry, as his subjects. Clio, the muse of history, holds a scroll, and Terpsichore, the muse of dance and choral songs, holds a lyre. Other figures include a woman pouring water from a jug, perhaps symbolizing poetic fertility; the figure of Life trimming a lamp, bringing light to the mind; and Imagination on a winged horse, a horse of fantasy and flight.
- Civic Virtues, 1937: This mural is about idealism and social and governmental responsibility. Winter immortalizes workers and community members from the powerful to the ordinary citizen. He used community members as models for portraits, wanting the murals to belong to and come out of the community. The four mural sections, titled Health, Planning, Welfare, and Protection, depict Winter's vision for particular roles of city government. The basic duties of government are represented by figures caring for community members in different capacities and by images of Gloucester's progress and development.
- City Government, 1937: The thirty-three figures in this mural are all realistic portraits of city planners, fire-fighters, police officers, city council members, nurses, and teachers, symbolizing the responsibilities of municipal government. Sitting on a throne is the holder of the fasces, the ancient symbol of the law. The flags of Massachusetts and the United States stand behind the marble throne, giving the seated figure authority. Genii, protective spirits of the law, hold the city seal and a lamp of enlightenment.

- City Council in Session, 1937: This mural depicts the governmental process at an official meeting with the mayor, aldermen, and various officials. A key to the actual individuals depicted hangs below the mural. A Gloucester map on the back wall shows its wards in different colors. A Gloucester Daily Times and a Boston Globe reporter are depicted, possibly to show the transparency of government proceedings.
- Protection of Fishing, 1942: This is the last of Winter's murals, painted soon before he died in September of 1942. The painting depicts the danger and activity of schooner fishing. The saints in the clouds above the fisherman emphasize the tenuous survival of the men hauling fish into the schooner.

As a permanent public exhibition at City Hall, these murals are used on an ongoing basis for tours, lectures, and research opportunities in collaboration with community partners. The main themes addressed in the educational programs are the history and significance of the WPA and its art on a national level, and Gloucester's WPA murals and how they relate to Gloucester's maritime, art, and civic history and to the broader social themes typical of WPA era art. The lectures and tours offer biographical information on the WPA artists, discuss the impact of WPA art on the public schools, reflect on the value of public art, question the role of art in society, and investigate the role of government participation in the arts. These educational initiatives enhance public awareness and appreciation of Gloucester's cultural heritage and local arts resources, builds new audiences for Gloucester's historical and cultural assets, and ensures an ongoing interest in preserving the WPA murals for future generations to learn from and enjoy.

Guided Tours

- Since 2006 GCFA has partnered with *Trails and Sails*, an annual weekend cultural heritage tour sponsored by the Essex National Heritage Area and promoted by the Essex National Heritage Commission, to offer guided tours of City Hall's mural collection. Local art historian and WPA mural expert, Susan Erony, offers two tours each weekend.
- In 2008, self-guided tours of the City Hall murals were included in an Art Lovers Package, developed by the Gloucester Stage Company, in coordination with area accommodations, restaurants, and other cultural attractions, to promote cultural tourism.
- In April 2009, Susan Erony led a tour sponsored by the Cape Ann Museum. The tour began at the Cape Ann Museum for a painting exhibition by Howard Curtis (1906-1989), a local artist and Frederick Stoddard's assistant, and progressed to City Hall and the Saunders House, an historic building belonging to the Sawyer Free Library, to view Charles Allen Winter, Frederick Mulhaupt, and Frederick Stoddard murals. The tour emphasized Curtis' role in saving the WPA murals from destruction when few other people understood their social, historical, and aesthetic value.
- In 2009, GCFA provided guidance and oversaw the restoration work of a WPA mural housed in the National Oceanic and Atmospheric Administration's (NOAA) facility.
- In May 2010 GCFA participated in the Preserving Gloucester event. For this event, GCFA
 held a joint open house with the City Hall Restoration Committee to showcase City Hall and
 the WPA murals, and board member Roger Armstrong gave a presentation on GCFA's
 preservation strategy for the WPA murals.

murals by the end of Bruce J. Anderson's funding period in June 2012; and promoting the restoration work through heritage and cultural tourism venues to attract further funding and interest.

Gloucester Committee for the Arts 2011-2012 Special Project WPA Mural Restoration Project

INCOME

	Income	Status
Private Donations	2 = 00	
	2,500	<u>projected</u>
Government Support		
City of Gloucester	3.000	ommitted for fall 2011
City of Gloucester	3,000	ommitted for fall 2012
MA Community Preservation Act	3,000	
Save America's Treasures	25,000	projected
NEH Preservation Assistance Grant	6,000	projected
NEA Access to Artistic Excellence	4,000	projected
Sub-total Government Support	44,000	<u> </u>
Foundation Support		
Bruce J. Anderson Foundation	8,000	projected
Earned Income		
Sales from WPA merchandise	500	projected
TOTAL INCOME	55,000	

EXPENSE

	Expense	Notes
Consultants		
Restoration Consultant Estimate	40,000	estoration on 7 murals
Supplies		
Scaffolding	3,000	
Conservation supplies	6,000	billed by conservator
Protective ledge	6,000	Direct by Consentator
Sub-total Supplies	15,000	
TOTAL EXPENSE	rr non	
	55,000	

Members - Gloucester Committee for the Arts

Judith Hoglander: Judith is a GCFA founding member and has served as Chairperson since 2007. She has organized educational initiatives for the WPA murals, an arts education forum for the public schools, and an Arts and Culture Town Meeting for Governor Patrick. Judith is a founding member of local arts nonprofits, seARTS and Arts North, serves on the Gloucester Stage Company and Massachusetts Advocates for the Arts and Humanities Boards of Directors, and has been an Americans for the Arts delegate.

Dale Brown: Dale originally joined GCFA as the Mayor's representative during her tenure as the City's Community Development Director from 2002 to 2005. She was later re-appointed as the Mayor's representative to the Committee in 2006. In 2008 she was appointed as a regular member of the Committee and serves as the Treasurer. Dale has worked in municipal public administration for over twenty years. She is an active member of the Chorus North Shore.

Roger Armstrong: Roger, a GCFA member since January 2009, has been a co-owner of two art galleries for the past ten years, State of the Art I on Rocky Neck and State of the Art II in downtown Gloucester. He has been a member of the North Shore Arts Association (NSAA) Board of Directors for the past eleven years, serving as President from 2003 to 2005. He was instrumental in mounting a highly successful Frederick Mulhaupt retrospective at NSAA in 1998. Roger designed Gloucester's WWII Veterans Memorial in 2006.

Marcia Hart: Marcia has been a GCFA member since 2008. She is a working member of the Rocky Neck Art Colony, the nation's oldest artist colony, and was the chairperson for the successful effort to have Rocky Neck designated "One of the Ten Most Endangered Resources in the Commonwealth" by Preservation Mass in 2005. She participated in the development of the on-line Rocky Neck Historic Art Trail, and served on the Gloucester Historic Commission sub-committee for the preservation of the Tarr and Wonson Paint Manufactory. She is the gardener at the Beauport Museum, a historic New England property in Gloucester. Marcia is also a part-time visiting nurse and manages a small landscaping business.

Barbara Markell: Barbara joined GCFA in 2011. She began her professional career as a ballet dancer in New York City. Upon her retirement from the ballet company, she successfully taught dance for many years in both New York and the Boston area. Since moving to Gloucester, Barbara has been active in community causes and organizations with special efforts involving the Gloucester Historical Committee and the Magnolia Historical Society.

Eric Schoonover: Eric joined GCFA in 2011. He is a Professor Emeritus of American Literature and New England Studies, specializing in maritime culture and literature. His most recent publication is *The Gloucester Suite and Other Poems*. He is also a watercolorist and a boat builder.

Consultants - Gloucester Committee for the Arts

Susan Erony: Susan was Associate Curator for Exhibitions at Cape Ann Museum and Executive Director of seARTS in Gloucester. She consulted on the role of art in society to Facing History and Ourselves, an international human rights organization. She has twenty years experience teaching and lecturing on art history and art practice and curating arts exhibitions. She was a GCFA member from 2004 to 2006, and an independent consultant from 2006 to 2009 with a focus on WPA mural research and public education. Her WPA research led to features on WBUR National Public Radio and the Boston Globe, resulting in people from outside of Gloucester expressing interest in using Gloucester's murals for their research purposes.

Peter Williams: Williams, who founded Museum Services in 1972, specializes in the conservation and restoration of 19th and 20th century American and European oil paintings, murals, and picture frames. He has completed condition assessments and restoration work on Frederick Mulhaupt and Charles Allen Winter paintings for private collectors and galleries. A selection of major clients includes Boston Symphony Orchestra, Massachusetts Historical Society, and Boston Public Library.

6/30/2010

Current Balance

0.00

		•	20-10U-T0
FY2010			
Comm for the Arts Accou	int 295031	Transaction	Balance
7/1/2009	Opening Balance FY 2010		1380.91
7/16/2009	Postcard Sales at Quinn book lecture	20.00	1400.91
7/16/2009	Donations at Quinn book lecture	20.00	1420.91
8/25/2009	Fund transfer request for custodian OT	for	
	Trails and Sails	-320.00	1100.91
8/31/2009	Request payment of invoices to move Mayor's Office Mural		
	Peter Tysver Don Parsons	-225.00	875.91
10/0/2000		-270,00	605.91
10/8/2009	Postcard sales at Trails and Sails 9/26 & 9/27	82.00	687.91
10/13/2009	Reimbursement from NOAA		
	for cost of mural assessme		
	funds wired from NOAA		
		300.00	987.91
12/21/2009	Deposit: seARTS Matching Grant		
	check dated 11-17-09	1600.00	2587.91
12/21/2009	Deposit: Postcard Sales		
	Middle St. Walk 12-12-09	22.00	2609.91
6/2/2010	Purchase Order for Grant Writing P.O. 1003680 split on two accts PO carried forward to FY11	-500.00	2109.91
6/30/2010	Current Balance		2109.91
omm for the Arts line in	Tourism Budget (Acct 101000)		
7/1/2009	Appropriation	2000 00	
• • •	, spiropriation	3000.00	\$ 3,000.00
12/28/2009	Payment to seARTS for match	-800.00	\$ 2,200.00
2/24/2010	Purchase Order for seARTS City dues invoice submitted for payment on 3/22	-250.00	\$ 1,950.00
5/27/2010	Purchase Order for seARTS Dues increased to pay 2011 dues invoice submitted for payment on 5/27,	-250.00 /10	\$ 1,700.00
6/2/2010	Purchase Order for Grant Writing P.O. 1003680 split on two accts PO carried forward to FY11	-1250.00	\$ 450.00
6/30/2010	Current Balance	•	450.00
proved NEH Grant Funds			
	to City Hall Murals Condition Assessment		\$2,500.00
3/23/2010	Purchase Order to Peter Williams 1/2 upfront, 1/2 at completion 1st invoice processed 3/31 for \$1250 2nd invoice approved for payment 5/20/	-2500.00	0.00

Gloucester Committee for the Arts Treasurer's Report 5-Dec-10 FY2011 Comm for the Arts Account 295031 Transaction Balance 7/1/2010 Opening Balance FY2011 2109.91 7/1/2010 PO1003680 for Grant Writing Svcs 0.00 Split between two accounts \$500 encumbered and carried forward from FY2010 10/5/2010 Post Card Sales - Trails and Sails 20.00 12/5/2010 **Current Balance** 2129.91 Comm for the Arts Line in Tourism Budget (Acct 101000) 7/1/2010 Appropriation 3000.00 7/1/2010 PO 1003680 for Grant Writing Svcs 0 Split between two accounts

\$1250 encumbered and carried forward from FY2010

Approved NEH Grant Funds

12/5/2010

Dedicated to City Hall Murals Condition Assessment \$2,500.00

3000.00

Convervator completed study, invoices paid (\$2,500.00)

Balance \$0.00

Grant funds have been spent. Invoices paid. Federal funds (\$2500) have been received by the City from NEH

Current Balance

Addendum to enclosed financial documents:

GCFA started receiving funds from the City in fiscal year 2010, which began in July 2009. This information is reflected in the GCFA's FY2010 Treasurer's Report, but not in the City's audited financial statement included with this submission. The City's FY2010 audited financial report will not be ready until late February 2011. In its place, we have enclosed the City's FY2009 audited financial report, which will not reflect the \$3,000 appropriation to GCFA.

Addendum to enclosed City website print-out:

Upon your request we have included a print out of the Gloucester Committee for the Arts webpage from the City of Gloucester's website as proof that GCFA is a City committee.



May 19, 2011

Ms. Judith M. Hoglander
Chair, Gloucester Committee for the Arts
City of Gloucester
Conservation Commission & Health Department
22 Poplar Street
Gloucester, MA 01930

Dear Ms. Hoglander:

It is a pleasure to tell you that the Board of Directors of the Bruce J. Anderson Foundation, Inc., a supporting organization of the Boston Foundation, at their meeting on May 7, 2011 voted to City of Gloucester an \$8,000.00 grant for support of Gloucester City Hall's Works Progress Administration (WPA) murals.

Informed by intelligence, sensitivity, and the knowledge of many countries and cultures, Bruce J. Anderson was a serious and idealistic young man who cared deeply about the problems he saw around him. The Bruce J. Anderson Foundation was established by Bruce's brothers and sisters to honor Bruce and support the causes he championed.

We encourage grantees to make their own announcements of the Boston Foundation's support. Often this can best be done in the context of a story about the purpose and usefulness of the project for which the grant was made. The Foundation's staff will be glad to give advice or assistance if you feel that would be helpful.

The Board of Directors requests that your organization submit a brief report (no more than three pages) on the expenditure of the grant and on the development of the project by July 15 of next year. Should City of Gloucester reapply for funding next year, we kindly ask that you submit an interim progress report with your reapplication. We wish you continued success with your efforts.

Sincerely,

Kate Guedi

Vice President Philanthropic & Donor Services

KRG/apa

Enc.

S2011-0021

BOSTON FOUNDATION

75 ARLINGTON STREET BOSTON, MA 02116 (617) 338-1700 AINWRIGHT BANK & TRUST COMPANY BOSTON, MA 02110 01

64017

NUMBER 64017

5-255/110

DATE

TNUOMA 00.000.82****

Eight Thousand Dollars and Zero Cents

PAY TO THE CITY OF GLOUCESTER ORDER ATTN: MS. JUDITH M. HOGLANDER OF CONSERVATION COMMISSION & HEALTH DEPT. 22 POPLAR STREET GLOUCESTER, MA 01930

PARTICIPATE OF THE PROPERTY OF THE PROPERTY OF

VOID AFTER 180 DAYS ALL CHECKS REQUIRE TWO SIGNATURES

05/18/2011

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

#064017# d



TA AMERICAN SYNOMETER



It is a pleasure to tell you that the Board of Directors of the Bruce J. Anderson Foundation, Inc., a supporting organization of the Boston Foundation, at their meeting on May 7, 2011 voted to City of Gloucester an \$8,000.00 grant for support of Gloucester City Hall's Works Progress Administration (WPA) murals.

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Sincerely,

Kate Guedi

Vice President, Philanthropic & Donor Services

KRG/apa

Enc.

S2011-0021



THE GLOUCESTER PUBLIC SCHOOLS

OFFICE OF BUDGET & FINANCE

6 SCHOOL HOUSE ROAD GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9812 FAX: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

TO:

Mayor Carolyn Kirk

FROM:

Thomas Markham, CFO

RE:

Request for extraordinary reimbursement

DATE:

June 16, 2011

This memo is to request an extraordinary reimbursement be made to John Madama, a school department employee, as he purchased classroom supplies and materials outside of the required procurement procedures of the City of Gloucester and he seeks to be paid back. Mr. Madama seeks \$819.64 for purchases he made between April 19, 2011 and May 17, 2011.

This matter was brought before the Gloucester School Committee on June 8, 2011 and they voted to authorize me to seek extraordinary reimbursement for Mr. Madama, through your office, from the City Council. I have attached hereto the memo to the School Committee along with the completed school department reimbursement forms, receipts and other back-up material.

I respectfully request that this matter be included in an upcoming Mayor's Report and brought before the City Council for action before June 30, 2011.

Thank you.



THE GLOUCESTER PUBLIC SCHOOLS

OFFICE OF BUDGET & FINANCE

6 SCHOOL HOUSE ROAD GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9812 FAX: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

TO:

Gloucester School Committee

FROM:

Thomas Markham, CFO/

RE:

Request for extraordinary reimbursement

DATE:

June 8, 2011

This memo is to request an extraordinary reimbursement be made to John Madama as he purchased classroom supplies and materials outside of the required procurement procedures of the City of Gloucester and he seeks to be paid back. Mr. Madama seeks \$819.64 for purchases he made between April 19, 2011 and May 17, 2011.

On several occasions in the past I have informed Mr. Madama that purchases of classroom supplies and materials must be planned in advance and procured in compliance with both state and city requirements. On May 18, 2011 he brought forward the above referenced reimbursement documents (attached) which I reluctantly approved at the request of the Assistant Superintendent. However, I noted that it was quite likely that the City Auditor would not process this payment without further approval.

The City Auditor, in fact, removed this reimbursement request from the May 27, 2011 ordinary warrant informing me that he sought both School Committee and City Council approval before he would process this reimbursement. I have met with Mr. Madama and Dr. Trubisz informing them of the situation, reminding them again about following proper purchasing procedures, and requested Mr. Madama's presence at upcoming meetings of the both bodies. Further, Mr. Madama assured me that he would be following proper procedures in the future.

I request that the School Committee approve this extraordinary reimbursement at the School Department level and authorize me to forward a request for City approval to the City Council for their review and consideration.

Thank you.

Gloucester Public Schools

Expense Reimbursement Request

Name: JOHN MADAMA	
Address:	
City, State, Zip	
School/Project: ROBOTICS EVENT	
Date: 5/11/11	

Expense Account Number: 285030,20,370,54040,3520.00.000.00.054

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Total Reimbursement Amount: \$ 139

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Supervisor's Signature: May fulling	Date:	5/17/11
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CFO: yours 0		

8 Railroad Avenue Gloucester, MA 01930 (978) 282-0777

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THANK YOU!



Cash Tendered:

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STOP & SHOP #410 GLOUCESTER, MA 978-281-0010 WWW.STOPANDSHOP.COM

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Customer Card Number	1099900001
GENERAL MERCHANDISE DURACELL CT AAA	8.49 T Mavinos -2.50
Stop & Shop Card S Price with your ca Total before say	rd 5,99
Your Total Savir	igs \$2.50
Tax paid Total	\$0.37 \$6.36
Cash Ind Change	\$7.00 \$0.64

YOUR SAVINGS Stop & Shop Card Savings \$2.50
Total Stop & Shop Card Saving \$2.50
Your Total Savings \$2.50 *****

THANK YOU FOR SHOPPING AT STOP & SHOP. WE'VE ENJOYED SERVING YOU, AND WE LOOK FORWARD TO SERVING ALL YOUR FUTURE SHOPPING NEEDS.

ANDREW ZINER, STORE MGR 978-281-0010

STOP & SHOP #410





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State & Local Taxes:

SUB TOTAL:

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Guests: 1 Order #: 369632 Server: ROBERTA (978) 290-3989

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Station: 2

Gloucester, NA 01930



Fargo Enterprises, Inc.

Home of www.**Micro-Toels**.com . 1270 Callen St Vacaville, CA, 95688 U.S.A.

Phone: (7

(707) 446-1120 (707) 446-3319 invoice

3

Date Page
Apr 19, 2011 1
Invoice Number
IN000240186



Sold To:

John Madama

978-281-8770

RUSH ORDER

<u>Do not del av</u>

Ship To:

JOHN MADAMA 16 ROCKY NECK AVE 2ND FLOOR REAR GLOUCESTER, MA 01930

978-281-8770

Order No.	Order Date	Customer No.	PO Number	Ship Via	Terms
AWA1030D170425125B2B	Apr 19, 2011	AMAZON	103-0017042-5125828	UPS 3 Day Select	AMAZON

Qty. Ord.	Qty. Shp.	Dty. B/O	Item Number	Description	Unit Price	Bin	Extended Price
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We want you to be 100% satisfied with the products and our customer service.

Any Question, Complaints, Concerns about your order?

Please do call us at (800) 359-2878, or email us at orders@micro-tools.com.

Thank You!!

* On-Line Store: www.Micro-Tools.com *

Sensor Cleaning Instructions: CleaningDigitalCameras.com • Watch Repair Tool Help: WatchRepairToolGuide.com

RUSH ORDER EXPEDITE AV

Comments:

Tax summary:

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Subtotal Total sales tax

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Fargo Enterprises, Inc.

Home of www.Micro-Tools.com

1270 Callen St Vacaville, CA 95688 U.S.A.

Phone: (7 Fax: (7

(707) 446-1120 (707) 446-3319

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John Madama

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Ship To:

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Gloucester Public Schools

Expense Reimbursement Request

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City, State, Zip	4 MAY 2 7 2311 P
School/Project: Robotics Event	

Expense Account Number: 285036.20.370.54040.3520.00.006.00.054

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4/27	RADIO SHACK	BATTERIES	10.98
4/19	PITSUD	Hyper Line Trackers	180.29
4/19	Decia / Fren	SOIAR CAR	82.66
	·	Paimburcament Amou	,nt,

Employee Signature: Allacome Date: 5/11/11

Supervisor's Signature: May Subting Date: 5/17/11

CFO: May 2. Mallacome Date: 5/18/11

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CURRICULUM 800-828-5787

HEARLIHY 866-622-1003

P.O. Box 844168 Dallas, TX 75284-4168 Invoice inquiry 1-888-774-8726

Bill To: 180928 JOHN MADAMA 16 ROCKY NECK AVE GLOUCESTER, MA 01930

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Bill To:180928

Please remit lower portion with payment to:

EDUCATION

P.O. Box 844168 Dallas, TX 75284-4168

Invoice 477205-1	Order	MADAMA
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Delta Education

100 Paragon Parkway MANSFIELD OH 44903 Toll Free Phone: 800-258-1302 Toll Free Fax: 800-282-9560 www.delta-education.com

Ship To: JOHN MADAMA

16 ROCKY NECK AVE GLOUCESTER MA 01930 Packing Slip

Printed: 04/20/11 08:27:56

(Last) Page: 1

Order Number: 17727571

Ship Date: 04/19/11

Customer Number: 1340390 Shipper Number: 07431961 Customer PO: CC041911 Attn: JOHN MADAMA

order Information: ATT

ATTN UPS:NO SIGNATURE REQ'D FOR THIS ORDER

elivery information:

- · Your order may ship in multiple boxes and may deliver at different times.
- · One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

ine	Product No		Description	иом	Qty Ord	Qty Ship	Qty B/O	
	1360729	1360729	KIT SOLAR PHOTON RACER	EA	2	2		

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